

# How to File a New Case

## Filing a New Case

The process to efile a new case involves the following steps:

1. Prepare the documents to file
2. Sign into the application
3. Enter the case information
4. Add the primary parties
5. Attach documents
6. Specify payment type
7. Review the submission and make payment
8. Understand the notification emails sent from eFileAZ

## Preparing Documents to File

It is important to prepare the documents that will be submitted before signing in and beginning the submission process.

- Perform any scanning of paper documents ahead of time.
- Documents can be no larger than 9.5 MB.
- Documents can be submitted in .DOCX, .ODT, or .PDF file formats.
- Proposed Orders, Proposed Notice of Hearings, and Proposed Judgments **MUST** be attached using .DOCX or .ODT only and must be uploaded separately from a main document (e.g. Motion).
- Although a submission may contain multiple documents, they must all be associated with a single case.

## Signing into the Application

1. Visit: <https://efile.azcourts.gov/> and login.
2. On the **Welcome** page, type your **Username** and **Password**.

The screenshot shows the Arizona Courts eFiling login page. At the top, there is a blue header with the 'eFile AZ' logo on the left and the text 'Arizona Courts eFiling' in a gold box in the center. To the right of the header is the Arizona Supreme Court seal. Below the header, the text 'Welcome to the Arizona Judicial Branch Statewide eFiling System' is displayed. Underneath this is a 'News & Information' section. The main part of the page is a 'Login' form. It has a 'Required Field' label. There are two input fields: one for 'User Name' and one for 'Password'. The 'User Name' field has a cursor in it. There are also 'Help' and 'Forgot Password' links above the password field.

3. Click the **Sign In** button. The application will then display the **E-filing Map** page.

The screenshot shows the 'Arizona Courts eFiling' login page. At the top, there is a blue header with the 'eFile AZ' logo and the text 'Arizona Courts eFiling'. Below the header, a welcome message reads 'Welcome to the Arizona Judicial Branch Statewide eFiling System'. A 'News & Information' section is visible. The main area is a 'Login' form with a 'Required Field' label. It contains two input fields: 'User Name:' and 'Password:'. Below the 'Password:' field is a 'Sign In' button, which is highlighted with a yellow box. To the right of the 'Sign In' button is a 'Forgot Password?' link. There are also 'Help' and 'Support' icons at the top of the login section.

### Preparing a New Case

1. Choose the Court Jurisdiction and indicate that you are creating a **New Case**.
2. Click **File Now**.

The screenshot shows the 'E-Filing Map' page. At the top, there is a navigation bar with 'My Account' and 'Filing Options' dropdown menus. On the right, a welcome message says 'Welcome - Jillian Law' and 'Last signed in on - 04/06/2021 08:37:19 AM'. Below the navigation bar, the 'E-Filing Map' section is displayed. It features a map of Arizona with four colored regions: Mohave (green), Coconino (orange), Navajo (yellow), and Apache (red). To the left of the map, there is a 'Select a Filing Jurisdiction' section. It has a radio button for 'Court' (selected) and a dropdown menu showing 'Mohave County Superior Court'. Below this, there are two radio buttons: 'Existing Case' and 'New Case', with 'New Case' highlighted by a yellow box. At the bottom left of this section is a 'File Now' button, also highlighted by a yellow box. There are 'Help' and 'Support' icons at the top right of the map section.

- The application displays the New Case page. Submit a new case by completing the five tabbed sections: Case Information, Case Participants, Documents, Fees and Payments, and Review and Submit. Fields marked with a red asterisk ( \* ) are required.

**Important:** Navigating back and forth using your browser buttons or clicking back and forth between tabs can result in problems with the submission that will not be seen by the user. This can result in the submission failing to be delivered to the court. Please complete each tab in order and you will be provided the opportunity to review and edit any information on the **Review and Submit** tab.

### Filer Tab

The **Filer Tab** shows the registered user's information. If any of the information is incorrect, it may be changed in the **MY ACCOUNT** tab.

- If submitting on behalf of another user, click the down arrow next to **Submitting on Behalf Of:** and select from the list provided. If the user you are submitting on behalf of is not listed, you are not setup as a proxy in their account and will need to be added to their account before you can proceed.

- Once you have confirmed the information on this tab Click **Next**.

## Case Information Tab

The **Case Information** Tab collects general information about the case.

1. **Court Level/Jurisdiction** and **Court Location** are pre-populated depending on what was entered on the **E-Filing Map** screen. If this is incorrect, it may be changed by choosing the correct information from the dropdown menus.

The screenshot shows the 'Case Information' tab in a web application. The 'Court Level/Jurisdiction' dropdown is set to 'Superior Courts' and the 'Court Location' dropdown is set to 'Mohave County Superior Court'. Other fields include 'General Case Category' (Civil), 'Case Category', 'Case Sub-Category', 'Emergency Filing' (No), and 'Your Reference Number (Optional)'.

2. Select the appropriate **General Case Category**, **Case Category** and **Case Sub-Category** from the applicable dropdown lists.
3. Indicate if the submission contains an **Emergency Filing**.
4. Enter **Your Reference Number**, if applicable. This number will not appear on any documents and is intended for users to track client matter numbers.

This screenshot is similar to the previous one, but the 'Your Reference Number (Optional)' field is highlighted with a yellow box, indicating where the user should enter their reference number.

**Note:** The bottom portion of the screen may display differently depending on the case type you are filing. Please read through all questions and answer appropriately.

5. **Cover Sheet Information** (Information shown below is relevant for civil cases)

The screenshot shows the 'Civil Cover Sheet Information' form. It includes fields for 'Is an Interpreter Needed' (Yes), 'If Yes Specify Language' (RUSSIAN), 'Emergency Order Sought, if any' (Temporary Restraining Order), 'Discovery Tier Level' (Tier 1), and 'Monetary Relief Requested' (Monetary Relief Req.). There are also checkboxes for 'Provisional Remedy', 'Election Challenge', and 'Order to Show Cause'.

- a. Indicate if an interpreter is needed and specify the language.
- b. If an emergency order is included in the submission, indicate the type of emergency order sought.
- c. Indicate the appropriate **Discovery Tier Level**.
- d. Enter the **Monetary Relief Requested**, if applicable.
- e. If the user chooses a **Provisional Remedy** as an **Emergency Order Sought**, additional information will be collected. The provisional remedy document will be generated by the system. Please do not prepare a provisional remedy document outside the system and attach it, the clerk will not be able to issue it.

Provisional Remedy Information

\* Is Notice Provided: ☐ Yes ☐ No

\* Description of property:

\* Amount of Debt:

\* Amount of Interest:

\* Amount of Late Charges:

\* Amount of Attorney Fees:

\* Reason for taking Property:

☐ Defendant(s) was about to remove permanently from the state and refused to secure the debt

☐ Defendant(s) had secreted property for the purpose of defrauding creditors

☐ Defendant(s) had disposed of property, wholly or in part, with intent to defraud creditors, or were about to dispose of property with intent to defraud creditors

☐ The Plaintiff(s) claims the right of possession to Defendant's property under a purchase money security interest.

6. Click the **Next** button. The application will then display the **Case Participants** Tab.

## Case Participant's Tab

On the **Case Participants** tab add all parties and participants involved in the new case. Depending on the case type, different types of parties may be required. For example, the application will require a civil case to include at least one plaintiff and one defendant.

At least one Defendant is required. At least one Plaintiff is required.

Please click the applicable checkbox(s) of the Attorney-Party Team associated with your submission.

Side 1 Plaintiff(s)

Party Name and Contact Information	Attorney Name and Contact Information
Attorney-Party Team	Jillian Law 952 Attorney Lane Lake Havasu City AZ 86404 US Bar # 84696321126489 AZ
<a href="#">Add Party to Attorney-Party Team</a>	<a href="#">Add Attorney to Attorney-Party Team</a>
<a href="#">Add New Attorney-Party Team to Side 1 Plaintiff(s)</a>	
<a href="#">Add Opposing Case Participants</a>	

[Back](#) [Next](#)

### *Adding Case Participants/Attorney-Party Teams*

An Attorney-Party Team consists of parties that are represented by one attorney or a team of attorneys.

1. Click the **Add Party to Attorney-Party Team** link under Side 1.

At least one Defendant is required. At least one Plaintiff is required.

Please click the applicable checkbox(s) of the Attorney-Party Team associated with your submission.

Side 1 Plaintiff(s)

Party Name and Contact Information	Attorney Name and Contact Information
Attorney-Party Team	Jillian Law 952 Attorney Lane Lake Havasu City AZ 86404 US Bar # 84696321126489 AZ
<a href="#">Add Party to Attorney-Party Team</a>	<a href="#">Add Attorney to Attorney-Party Team</a>
<a href="#">Add New Attorney-Party Team to Side 1 Plaintiff(s)</a>	
<a href="#">Add Opposing Case Participants</a>	

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2. If the registered user is the party the **Copy from Filer** hyperlink can be used. The application will then populate the party information with the registered user's information.

\* Party Role: [Plaintiff](#)

\* Type: ☒ Person ☐ Organization

[Copy From Filer](#)

3. If the registered user is not the party, enter the appropriate party details on the **Add Case Participant** screen including whether the party is a person or organization (business).

The screenshot shows the 'Add Case Participant' form. The 'Party Role' dropdown is set to 'Plaintiff'. The 'Type' section has 'Person' selected. There is a 'Copy From Filer' button. The 'Full Legal Name' section includes fields for First, Middle, Last, and Suffix. The 'Dependency Type' dropdown is set to 'None'. There is an 'Also Known As' field and a 'Representing Self' checkbox. The 'Primary Email' field is present. The 'Address' section includes 'Address 1/2' and 'Address 2' fields. The 'Country/City' section has a dropdown for 'UNITED STATES' and a 'City' field. The 'State/Zip Code' section has a dropdown for 'Select State' and a 'Zip Code' field. The 'Phone' section includes a 'Phone # (Format ###-###-####)' field and an 'Extension' field. 'Save' and 'Cancel' buttons are at the bottom right.

4. Enter all required fields and any other information that should be associated to the party.
- Attorney filers please note:** Individual party addresses are not required. If you do wish to enter an address for a represented person, it is best practice to use the firm's address instead of your client's address when submitting documents. If the user chooses to enter an address, please be aware that this address will be associated with the party (plaintiff) in the court's case management system and become part of the official court record.

**Note:** If the party is indicated as a Minor or Incapacitated Person, the screen below will appear and must be completed.

This screenshot shows the 'Add Case Participant' form with additional fields highlighted in yellow. The 'Party Role' is 'Plaintiff' and 'Type' is 'Person'. The 'Full Legal Name' fields are present. The 'Dependency Type' dropdown is set to 'Minor'. The 'Related Person' dropdown is set to a selection. The 'Relationship to Minor/Incapacitated Person' dropdown is set to a selection. The 'Also Known As' field and 'Representing Self' checkbox are also visible. 'Save' and 'Cancel' buttons are at the bottom right.

5. When selecting **Organization** as the party type, the following screen appears. Users will need to select the specific **Type** of organization (e.g. Business, etc.) and enter the appropriate party details.

6. Click the **Save** button. The application displays the party you added.
  - a. If using an Attorney user account, the attorney's information will automatically populate for Attorney-Party Team to Side 1.
    - i. If the attorney information is incorrect, click on the red X and then select the **Add Attorney to Attorney-Party Team** link, enter the appropriate attorney details and click save.



**Add Attorney**

\* Attorney Type:  \* Bar State:  \* Bar #:

\* First:  Middle:  \* Last:  Suffix:

Full Legal Name:

Also Known As:  ☐ Representing Self

Primary Email:

Address 1/2:

Country/City:

State/ Zip Code:

Phone # (Format ###-###-####):

- b. To add additional attorneys to a team, click **Add Attorney to Attorney-Party Team**, enter the appropriate details and click save.

**Add Attorney**

\* Attorney Type:  \* Bar State:  \* Bar #:

\* First:  Middle:  \* Last:  Suffix:

Full Legal Name:

Also Known As:  ☐ Representing Self

Primary Email:

Address 1/2:

Country/City:

State/ Zip Code:

Phone # (Format ###-###-####):

Repeat steps 1-6 for additional parties.

7. To add an opposing party, click on **Add Opposing Case Participants**.

**Side 1 Plaintiff(s)**

Party Name and Contact Information	Attorney Name and Contact Information
<p><input type="button" value="Add Party to Attorney-Party Team"/></p> <p><input type="button" value="Add New Attorney-Party Team to Side 1 Plaintiff(s)"/></p>	<p><input type="button" value="Add Attorney to Attorney-Party Team"/></p>

8. Enter the appropriate details on the **Add Case Participant** screen. If the defendant is a minor or incapacitated person make sure to include the **Dependency Type**.

**Add Case Participant**

Party Role: Defendant

Type: ☒ Person ☐ Organization

[Copy From Filer](#)

First: Middle: Last Suffix

Full Legal Name: First Name Middle Name Last Name Suffix

Dependency Type: None

Also Known As: Also Known As ☐ Representing Self

Primary Email: Primary Email

Address 1/2: Address 1 Address 2

Country/City: City

State/Zip Code: Select State Zip Code

Phone # (Format ###-###-####): Phone Number Format ###-###-#### Extension:

Save Cancel

Repeat steps 7-8 for additional opposing parties.

9. If the opposing party's attorney is known to user, click on the **Add Attorney to Attorney-Party Team** for the applicable party and enter the appropriate attorney details and click save.

Party Name and Contact Information Attorney Name and Contact Information

Attorney-Party Team

Jillian Law 952 Attorney Lane Lake Havasu City AZ 86404 US

Add Party to Attorney-Party Team

Add Attorney to Attorney-Party Team

10. Once all parties are identified click the **Next** button. The application will then display the **Documents** tab.

Party Name and Contact Information Attorney Name and Contact Information

Attorney-Party Team

Jillian Law 952 Attorney Lane Lake Havasu City AZ 86404 US

Add Party to Attorney-Party Team

Add Attorney to Attorney-Party Team

Add New Attorney-Party Team to Side 2 Defendant(s)

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## Documents Tab

### Attaching Documents to the Submission

Documents are attached as either a **Lead** document or a **Connected** document. Lead documents are those that require a file stamp while connected documents do not. For example, a Motion to Continue would be attached as a lead document and the proposed order would be attached as a connected document. Another example is the Complaint would be a lead document and any attachments/exhibits would be attached as a connected document(s).

1. Click the **Add Lead** link.

#	Document	Document Type	Target Case Participant	Filing Fee	Application Fee	Pages	File	Size (MB)
	<a href="#">Add Lead</a>							
Total				\$0.00	\$0.00	0		0.0000

2. On the **Lead Document** screen, there are three ways to find and select a document. **Note: In a case initiation submission, only those documents used to start a new case will appear.**
  - a. **Search box:** (this is the most efficient way to find a document category)
    - i. Enter the document type you are submitting (Complaint, Notice, etc.) and click “enter” on the computer keyboard.
    - ii. A list of all documents containing the specific text you entered will appear.
    - iii. Check the box on the grid next to the document type that most closely matches the document being submitted.

Document #: New Document

Search: arbitration

Arbitration

☒ Certificate Of Compulsory Arbitration - Is Not Subject To

- b. **Document Category/Document Type drop-down menus:**
  - i. Click on the dropdown next to **Document Category** and choose the document type that most closely matches the document being submitted.

- ii. Once the **Document Category** has been selected, click on the dropdown next to **Document Type** and choose the document type that most closely matches the document being submitted.
- iii. Check the box on the grid next to the document type.

This screenshot shows a search interface with the following elements:

- Search:** A text input field with the placeholder "Enter Search criteria and tab or hit enter to filter the list".
- Document Category:** A dropdown menu with "Arbitration" selected.
- Document Type:** A dropdown menu with "Certificate Of Compulsory Arbitration - Is Not Subject To" selected.
- Grid:** A table with one row under the "Arbitration" category. The first column contains a checked checkbox, and the second column contains the text "Certificate Of Compulsory Arbitration - Is Not Subject To".
- Footer:** A pagination bar showing "1" and "1 - 1 of 1 items".

c. **Grid search:**

- i. Scroll or arrow through the document grid to find the document type that matches the document being submitted.
- ii. Check the box on the grid next to the document type.

This screenshot shows a "Load Document at the end" interface with the following elements:

- Document #:** A text input field with "New Document" entered.
- Filing Fee:** A text input field with "\$0.00" entered.
- Search:** A text input field with the placeholder "Enter Search criteria and tab or hit enter to filter the list".
- Document Category:** A dropdown menu.
- Document Type:** A dropdown menu.
- Grid:** A table with multiple rows and columns. The first column contains checkboxes for various document types, including "Affidavit", "Application", "Arbitration", "Complaint", "Demand", "Notice", "Petition", and "Request". The second column contains the names of these document types. The third column contains additional options like "In Support Of Provisional Remedy", "For Provisional Remedy", "For Temporary Restraining Order", "Certificate Of Compulsory Arbitration - Is Not Subject To", "Certificate Of Compulsory Arbitration - Is Subject To", and "Notice".
- Footer:** A pagination bar showing "1" and "1 - 8 of 8 items".

- Once the **Document Type** has been selected, enter the title of the document. **Note:** This should be the caption of the document. Click **Browse** and upload the document from the user's computer and network.

Lead Document at the end

Document #: New Document Filing Fee: \$0.00 Clear

Search: Enter Search criteria and tab or hit enter to filter the list Document Category: Notice Document Type:

Notice

<input type="checkbox"/> Notice	<input type="checkbox"/> Notice Change Of Law Firm Or Attorney Address	<input type="checkbox"/> Notice Of Appearance	<input type="checkbox"/> Notice Of Bankruptcy
<input type="checkbox"/> Notice Of Dismissal	<input type="checkbox"/> Notice Of Entry Of Judgment	<input type="checkbox"/> Notice Of Filing	<input type="checkbox"/> Notice Of Lodging
<input type="checkbox"/> Notice Of Non-Party At Fault	<input type="checkbox"/> Notice Of Provisional Remedy With Notice	<input type="checkbox"/> Notice Of Provisional Remedy Without Notice	<input type="checkbox"/> Notice Of Removal To Federal Court
<input type="checkbox"/> Notice Of Settlement	<input type="checkbox"/> Notice Of Withdrawal With Consent	<input checked="" type="checkbox"/> Proposed Notice Of Hearing	

1 - 4 of 4 items

\* Document Title: Document Title

# Pages: Judge Action Indicator: ☐ Yes ☒ No

\* Upload: Browse... Save Cancel

**Note:** User may enter the number of pages, but it must be exact. It is not recommended to enter a page count.

- Pima County only: The **Judge Action Indicator** option is intended to identify if judicial review is needed and is available in all case types.
- Click **Save**.
- The document upload screen will automatically close and the user will be returned to the Documents Tab where the file will appear in the table.
- If the user wishes to attach exhibits or a proposed document, click the **Add Connected** link and follow steps 2-5 outlined above.

**Proposed documents MUST be submitted in an editable format (.DOCX or .ODT).**

Uploaded Documents

#	Document	Document Type	Filing Fee	Application Fee	Pages	File	Size (MB)
	Insert Lead						
1	Remove	APPLICATION	\$0.00	\$0.00	0	C:\Users\porter\Documents\TESTING AND TRAINING DOCUMENTS\DOCX-Application.docx	0.0147

Add Connected

- Continue adding documents following steps 1-7.

### Important Reminders:

- Documents cannot be any larger than 9.5 MB.
- Submissions cannot exceed a total of 100 MB.

### Document View List

As documents are loaded, they are viewable on the **Uploaded Documents** screen.

1. To change the document title or replace the document, click on the document title hyperlink in the **Document Type** column.

#	Document	Document Type	Filing Fee	Application Fee	Pages	File	Size (MB)
	<a href="#">Insert Lead</a>						
1	<a href="#">Remove</a>	APPLICATION	\$0.00	\$0.00	0	C:\Users\porter\Documents\Test Documents\TESTING AND TRAINING DOCUMENTS\DOCX-Application.docx	0.0147
	<a href="#">Add Connected</a>						
	<a href="#">Insert Lead</a>						

2. To remove a document, click **Remove** link and the document will be removed to allow the uploading of a new document.
3. A green bar will appear in the size column while the document is uploading and once the upload has completed the actual file size will appear.

### System Generated Documents

If the submission you are creating resulted in documents being generated by the application, they are shown in the **System Generated Documents** section.

1. To view a system generated document, click on the document title in the File column.

System Generated Documents			
#	Document Type	File	Size (MB)
1	<a href="#">Civil Cover Sheet</a>	<a href="#">Civil Cover Sheet System Generated.pdf</a>	0.0657
2	<a href="#">Summons</a>	<a href="#">Summons Jillian Law System Generated.pdf</a>	0.0690
Total			0.1347

2. The document has not been accepted by the clerk so no file or issuance stamp will appear.
3. The user is not able to edit system generated documents. If there are errors, the information must be changed in the application. For example, if the Defendant's name is incorrectly spelled on the Summons, return to the **Case Participants** Tab and edit the name there.
4. Click the **Next** button. The application will then display the **Fees and Payments** Tab.

## Fees and Payments Tab

This tab lists all the attached and system generated documents along with their corresponding filing and application fees, if any.

Filing Fees			
#	Description	Filing Fee	Application Fee
1	APPLICATION	\$0.00	\$6.50
2	eService Fee	\$0.00	\$3.80
	Total	\$0.00	\$10.30

There will be a 3% payment processing fee added to this total at the time of payment.

## Payment Options

The filer must select a payment option from the options below:

1. If the party is required to pay filing fees, click the radio button **A** next to **Electronic payment at payment site**.
2. Only choose options **B or C** if the user or party is either a fee-exempt agency OR they represent parties that are fee exempt.
3. Choose **D or E** if the party has an active Order from the court waiving or deferring filing fees in the case.
4. If the user chooses **B, C, D, or E** in error, the clerk will mark the submission as deficient and it will have to be re-filed. Application fees are non-refundable.
5. Click the **Next** button. The application displays the Review and Submit page.

**Payment Options**

You must select ONE option. Total Amount Owed: \$10.30

A) ☒ Electronic payment at payment site

B) ☐ Fee-exempt agency  
*If you are employed by a fee-exempt agency and this box was not automatically checked, please notify the AOC Support Center.*

C) ☐ I represent only fee-exempt parties in this case (e.g. state, county, city, town, or political subdivision).

D) ☐ I or the party(s) I represent for this submission have an active order waiving filing fees for this case or a specific document.

E) ☐ I or the party(s) I represent for this submission have an active order deferring filing fees for this case or a specific document.

## Review and Submit Tab

The Review and Submit Tab shows all the information that was entered on each tab.

1. Corrections can be made by clicking **Revise** for the appropriate section. This will redirect you to the applicable tab where you can edit the information. Once edited, select next on each tab to return to the **Review and Submit** Tab.

The screenshot shows the 'Review and Submit' tab in a web application. At the top, there is a navigation bar with tabs: Filer, Case Information, Case Participants, Documents, Fees and Payments, and Review and Submit (which is highlighted). Below the navigation bar are three buttons: Back, Save All and Submit Later, and Confirm and Submit all Now. A message states: 'The information displayed below summarizes information you have provided for this submission. Please verify and select your next action.' Below this, a text box explains: 'Please enter payment information by selecting the "Continue to Payment Site" button below. Submission is automatically updated with payment information after completion of payment entry. You can select the "Update Submission With Payment Information" button to update the submission with payment information if payment information is not automatically updated.' A button labeled 'Continue to payment Site' is present. The main section is titled 'Filer' and contains a table with the following data:

Description	Data
Name	Jillian Law
Address	952 Attorney Lane Lake Havasu City, AZ 86404
Primary Email Address	sanchez005@yahoo.com
Primary Phone #	928-555-7777
Bar Number	84696321126489
Affiliation	Unaffiliated Users

To the right of the table is a 'Revise' button. Below the table is a section titled 'Submitted by' with a similar table structure, showing 'Jillian Law' as the submitter. A 'Revise' button is also present next to this table.

2. Once you have verified that all information is correct, click the **Continue to Payment Site** button. The application will then route user to the payment provider page.

This screenshot is similar to the previous one, showing the 'Review and Submit' tab. The 'Continue to payment Site' button is highlighted with a yellow box. The 'Revise' button next to the 'Filer' table is also highlighted with a yellow box.

3. If a filing party is exempt from any fees being charged, click the **Confirm and Submit all Now** button.

This screenshot shows the 'Review and Submit' tab with the 'Confirm and Submit all Now' button highlighted with a yellow box. The 'Review and Submit' tab is also highlighted in the navigation bar.



### Paying for a Submission

The payment provider, **nCourt**, lists the name and address of the court being submitted into, the documents and corresponding fees, and total amount due. The 3% **Online Service Fee** is also added at this time.

**Payment**  
You have elected to pay for the following item(s).  
**Yavapai County - Prescott (TESTING)**  
120 S Cortez St Prescott, Arizona 86303

Description	Case Number	Application Fee	Filing Fee	Total
New Case Contract - Account (Open/Stated) Document Storage Fee	New Case	\$6.50	\$204.00	\$210.50
Civil Cover Sheet System Generated	New Case	\$0.00	\$0.00	\$0.00
Notice of Provisional Remedy With Notice System Generated	New Case	\$0.00	\$0.00	\$0.00
Summons KATHY DEFENDANT System Generated	New Case	\$0.00	\$0.00	\$0.00
Summons DEFENDANT'S BUSINESS System Generated	New Case	\$0.00	\$0.00	\$0.00
Summons BLAINE DEFENDANT System Generated	New Case	\$0.00	\$0.00	\$0.00
COMPLAINT FOR PLAINTIFF	New Case	\$0.00	\$0.00	\$0.00
		<b>\$6.50</b>	<b>\$204.00</b>	<b>\$210.50</b>

**Submission ID: 151376**  
**Online Service Fee: \$6.32**  
**Total Amount Due: \$216.82**

Once all the payment information has been entered, click Submit Payment.

1. Once the user clicks **Submit Payment**, the application takes them to the **Filing Received Confirmation** screen where they will see the **Status and Submission Date and Time**.
2. The application will send a receipt via email to the address attached to the registered user for the submission.
3. A **Submission ID #** is assigned and is different from the EFSP # assigned when first creating the submission. Please make note and reference this additional number when calling the AOC Support Center.
4. The application will check the submission for errors and while doing so the status will change to **Validating Filing**.
5. After the validation process is complete, the submission is sent to the court and the status will change to **Pending Filing**. This means the submission is with the clerk for processing and the documents/case have been successfully submitted to the court.
6. Once the clerk accepts the submission and makes it part of the official court record, the status will change to **Filed**.
7. To view the status or content of a submission at any time before clerk acceptance, go to **MY FILINGS** located on the **Banner** in the top right corner of the screen.
8. To view the status or content of a submission AFTER clerk acceptance, go to **MY CASES** located on the **Banner** in the top right corner of the screen.

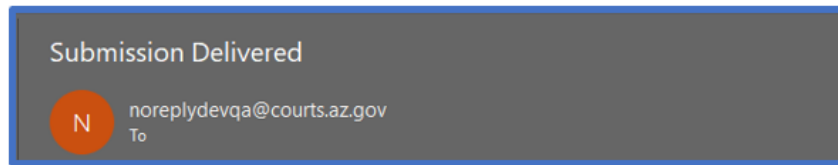
### *Notification Email Messages*

The application will send two email notifications to the email address associated with the registered user's account. Do not reply to the notification; it was sent from an unmonitored email account.

1. A **Submission Confirmation** email
2. A **Processing Complete** email

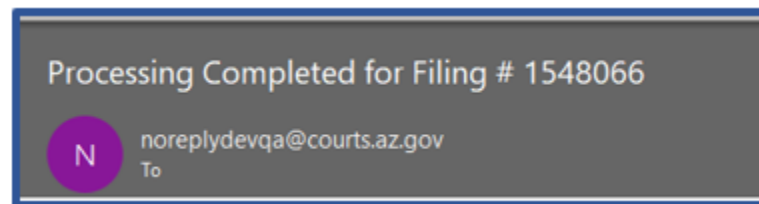
#### *Submission Confirmation email*

The **Submission Confirmation** email is confirmation that the submission has been delivered to the Clerk's Office and contains the Submission number. Use the Submission number to follow the progress of the submission through the clerk review process.



#### *Processing Complete Email Notification*

After the court has performed a review of the document(s), a notification will be sent that the processing of the submission is complete, and if accepted the documents are now part of the court record.



Once the clerk has accepted the submission (made it part of the court record) or has rejected the submission, the application will send a **Processing Completed for Filing # XXXXXXXX** email message to the user. This email contains:

1. The EFSP Filing ID and the EFM Submission ID.
2. Payment information to include payment method, amount, and receipt number.
3. Case Information to include Case Number, Case Title, Documents and Matter #.
4. Status of Accepted or Deficient (Rejected).
5. Reason for deficiency.

Example of an **Accepted** submission:

Processing Completed for Filing # 1548067

N

noreplydevqa@courts.az.gov  
To

Dear [REDACTED]

This email verifies the processing of your Submission # **1548067** with the Superior Court in Mohave County .

Status:

Accepted

Filing Date/Time:

01/11/2021 04:34:33 PM

Case #:

S8015CV201900015

Case Title:

Owen Equities, LLC PLAINTIFF vs ROBERT KUPFER et al. DEFENDANT

Matter #:

Total Filing Fee:

\$318.00

Total Application Fee:

\$6.50

eService Fee:

\$3.80

3% Payment Processing Fee:

\$9.85

Total Fee:

\$338.15

Paid By:

Electronic payment at payment site

Total Paid:

\$338.15

Receipt #:

84073539011953299

EFSP Filing ID:

80023

EFM Submission ID:

1548067

Example of a **Deficient** (Rejected) submission:

Processing Completed for Filing # 167250

N

noreplydevqa@courts.az.gov  
To

This email verifies the processing of your Submission # **167250** with the Superior Court in Mohave County .

Status:

Deficient

Filing Date/Time:

04/19/2021 02:28:06 PM

Clerk Case #:

Case Title:

John Doe vs Jane Doe

Matter #:

Total Filing Fee:

\$0.00

Total Application Fee:

\$6.50

eService Fee:

\$0.00

3% Payment Processing Fee:

\$0.20

Total Fee:

\$6.70

Paid By:

Electronic payment at payment site

Total Paid:

\$6.70

Receipt #:

84074231928669882

EFSP Filing ID:

167106

EFM Submission ID:

167250

Documents

#	Document Type	Status	Filing Date	Not Docketed Reason	Your Attachment
1	Civil Cover Sheet System Generated	Not Docketed			Civil Cover Sheet System Generated.pdf
2	Discovery Tier I Place holder document System Generated	Not Docketed			Discovery Tier I Place holder document System Generated.pdf